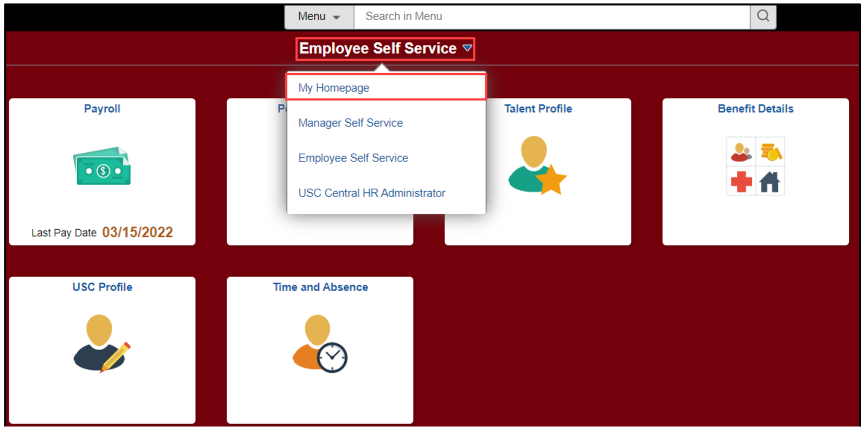
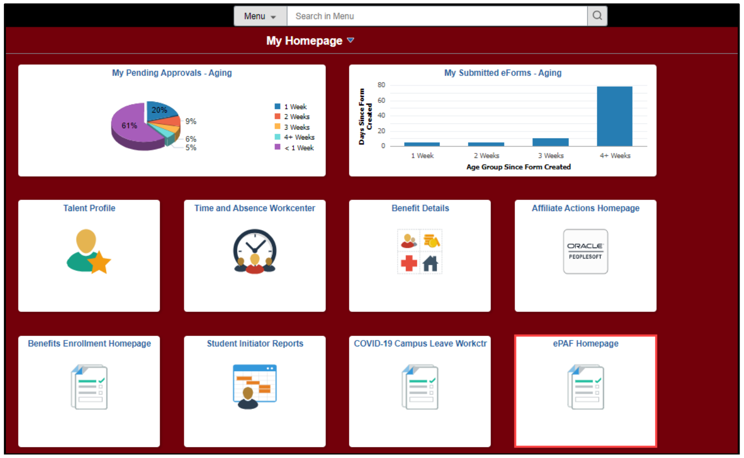
University of South Carolina
HCM HR Contact Resources
Summer Compensation FTE Faculty: Summer ECOM/Research Hire

How to initiate a summer ECOM/Research hire action in HCM:
This job aid outlines how to initiate a summer ECOM/Research hire action.

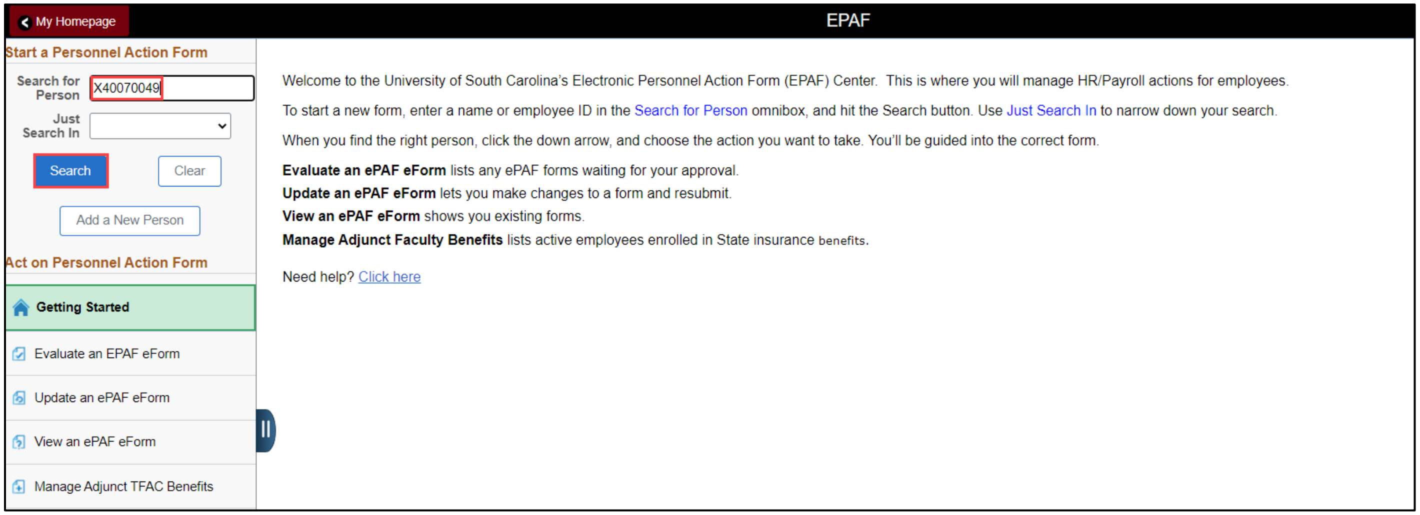
Navigation: Employee Self Service > My Homepage > ePAF Homepage

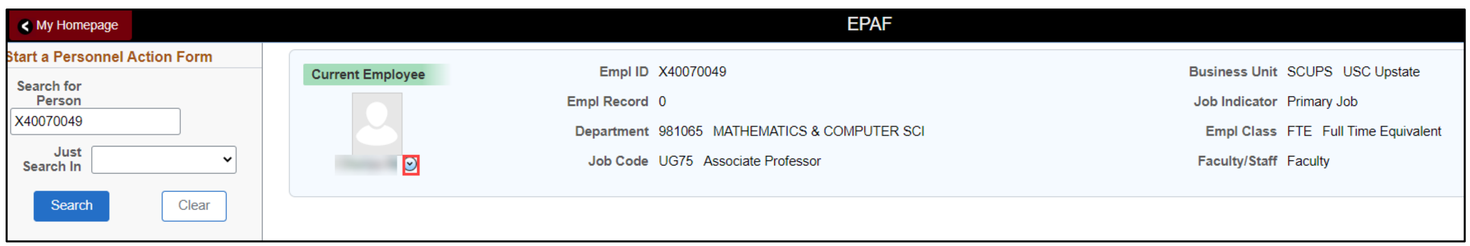
Information	Screenshots
Those with HR Initiator access can take this action for all FTE Faculty across the university system. **Initiating a Summer Hire eForm for summer ECOM/Research**: To initiate a summer hire for one of your employees, take the following steps: 1. Click the **Employee Self-Service** drop-down menu button. 2. Click the **My Homepage** option in the drop-down. 3. Click the **ePAF Homepage** tile.	 

On the ePAF homepage enter your employee's name or USC ID in the **Search for Person** field, then click the **Search** button.

The results that appear are referred to as **Search Cards**. Determine the appropriate Search Card by reviewing the EMPL ID (aka USC ID), EMPL record, Department, EMPL Class, and other data presented.

On the appropriate Search Card, click the **Related Actions Menu** button.

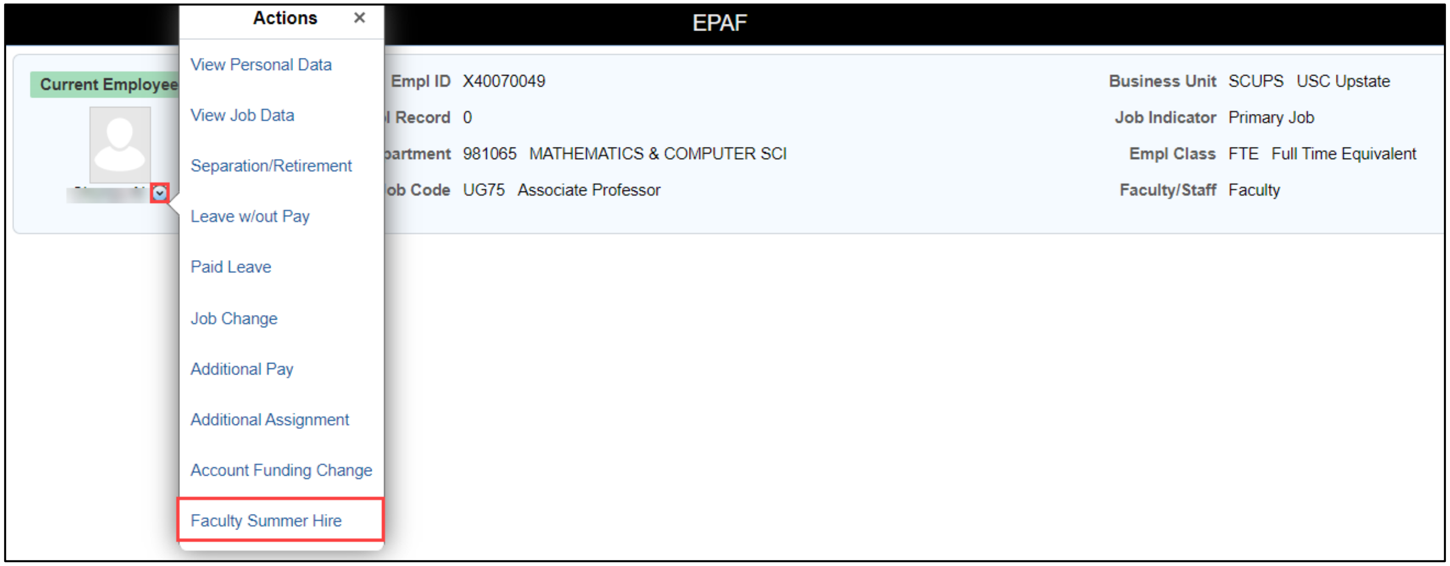




The **Related Actions Menu** shows all the actions/eForms which the user has authority to initiate on this specific employee's EMPL record.

The **Faculty Summer Hire eForm** is used to hire FTE faculty into summer appointments for either Instruction or ECOM/Research. Note this option will only appear in the **Related Actions Menu** for FTE faculty.

From the Related Actions Menu, click the **Faculty Summer Hire** option.



Completing the Faculty Summer Hire eForm:

1. The **Action** of **Additional Job** pre-populates and is the only option.

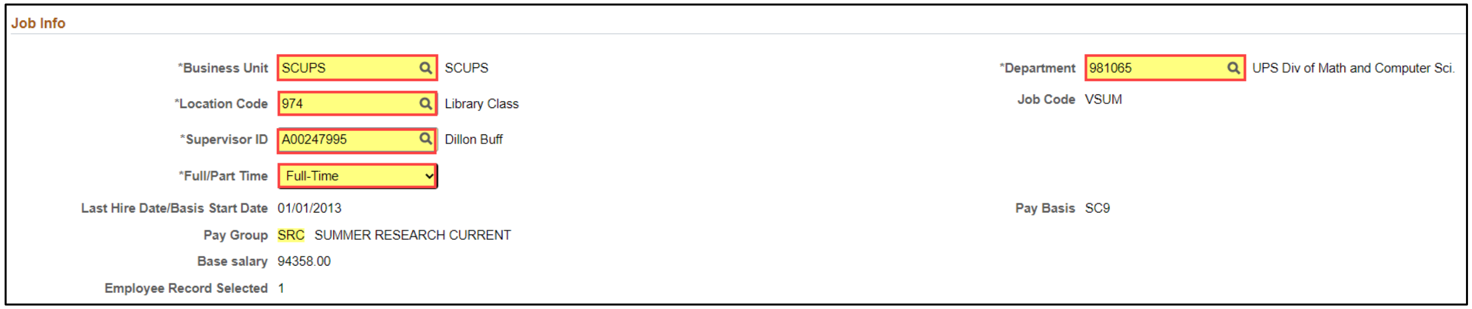
2. Click the **Reason Code** drop-down menu button and select **Summer Research**.

3. Enter the **Effective D**ate and **Expected Job End Date** associated with this ECOM/Research hire.
    a. ECOM/Research hires cannot start before 5/16/xxxx and cannot extend past 8/15/xxxx.

4. Enter the applicable data points for the below Job Info fields. You can type in the fields directly or use the **Lookup** button to search for the information.
    a. Business Unit (Campus)
    b. Location Code
    c. Supervisor ID
    d. Full/Part Time indicator (defaults to part-time. Anything less than 37.5 is part-time)
    e. Department number

There are several view-only fields in this section.

- **Last Hire Date/Basis Start Date** is the date that employee started their FTE position.
- **Pay Group** is based on the employee's FTE pay group. For example: If the FTE is paid current in the FTE the summer hires will also be current.
- **Base Salary** is the employee's base salary as of the prior spring semester. This is the salary for calculation of the summer earnings cap.
- **EMPL Record Selected** lets you know which record the summer hire will appear as once fully executed in the system. The Summer Hire eForm will reuse old/inactive EMPL Records.
- **Pay Basis** is the employee's FTE basis.

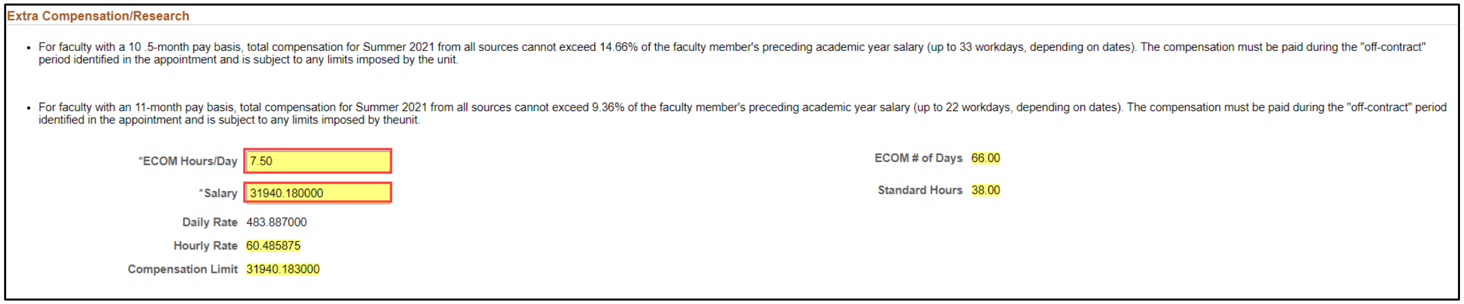


5. Enter the **ECOM Hours/Day** that the employee will be performing work associated with this hire.

6. Enter the **Salary** the employee should receive for performing this ECOM/Research.

There are several view-only fields in this section:

- **Daily Rate** is an automatic calculation of the employee's daily maximum compensation.
- **Hourly rate** is an automatic calculation of the employee's hourly rate for the max daily compensation.
- **Compensation Limit** shows the employee's compensation earnings limit for the summer. This field displays 3 digits after the decimal but the eForm will automatically drop any digits after the 2nd decimal place in the Salary field.
- **ECOM # of Days** shows the number of workdays between the effective and end-dates on this eForm.
- **Standard Hours** are the hours per week based on the **Full/Part Time** and **ECOM Hours/Day** fields. If the employee works 7.5 hours/day the system will round this to 38. <u>*IF this field appears as 38-40 be sure that the Full/Part Time field says **Full Time**</u>.


Extra Compensation/Research

- For faculty with a 10 .5-month pay basis, total compensation for Summer 2021 from all sources cannot exceed 14.66% of the faculty member's preceding academic year salary (up to 33 workdays, depending on dates). The compensation must be paid during the "off-contract" period identified in the appointment and is subject to any limits imposed by the unit.
- For faculty with an 11-month pay basis, total compensation for Summer 2021 from all sources cannot exceed 9.36% of the faculty member's preceding academic year salary (up to 22 workdays, depending on dates). The compensation must be paid during the "off-contract" period identified in the appointment and is subject to any limits imposed by theunit.

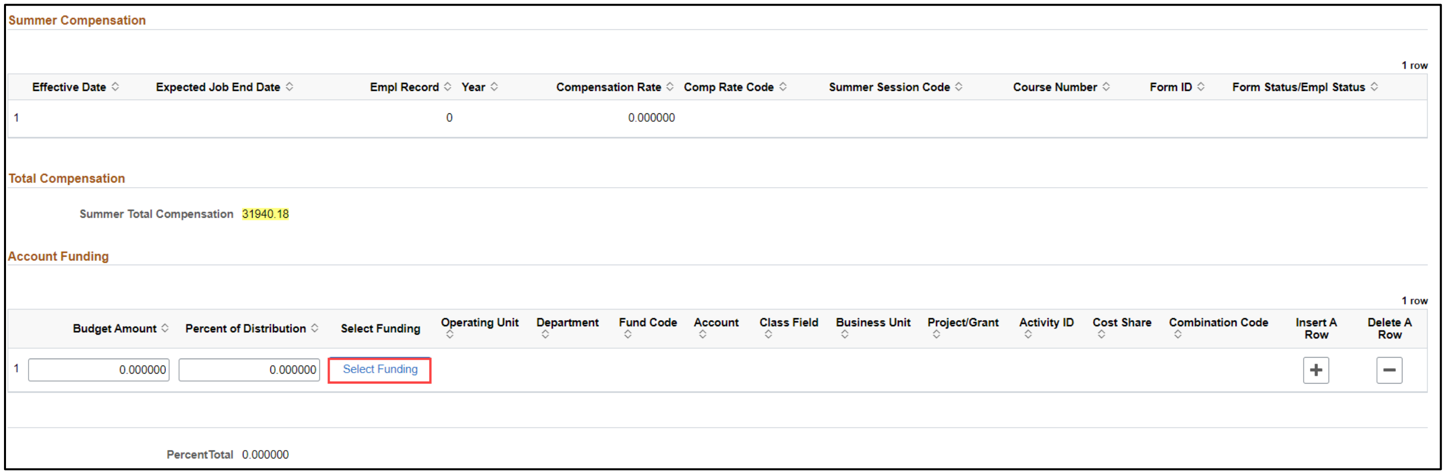
*ECOM Hours/Day 7.50
*Salary 31940.180000
Daily Rate 483.887000
Hourly Rate 60.485875
Compensation Limit 31940.183000
ECOM # of Days 66.00
Standard Hours 38.00

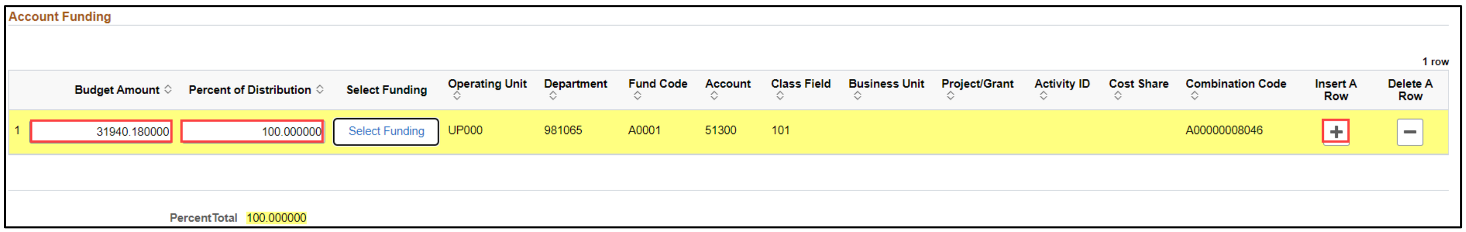
There are two view-only sections:

- The **Summer Compensation** section shows all approved summer hires and summer Hire eForms in flight for this employee.
- **Summer Total Compensation** is the total salary amount for this hire and all other summer hires.

7. Click the **Select Funding** button to add the applicable funding source for this summer hire.
    a. Note the **Account** code for Summer ECOM/Research is **51300**.

8. Enter the **Budget Amount** or **Percent of Distribution**. Click the Plus **+** button to add additional rows of funding if applicable.





9. **Offer letters** are required for all summer hires. Click the **Upload** button and follow the on-screen prompts to attach the document from your device.
    a. Summer hire actions submitted without an offer letter will be recycled to the initiator which may delay payment to the employee.

10. Review your work on the eForm, once you've confirmed the data click the **Submit** button.

11. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

12. The Approval Route shows the workflow steps for the specific action you submitted. Summer Hire eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and HR Operations.
    a. If a portion of the summer hire is paid using grant or sponsored project funds, the eForm will route to Grant Approver prior to HR Operations.

13. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Summer Hire eForm** for summer ECOM/Research!